



Memorandum

To: Justice Information Board Members and Designees
From: Brian LeDuc, Program Director
Date: 10/15/2004
Re: Report of the Program Director, September 22 – October 18, 2004

Decision Package and Strategic Plan

I met with representative Lovick and Senators Carrell, Delvin, Esser, Hargrove, McCaslin and Thibaudeau to brief them on the JIN Strategic Plan. We also received the final, bound version from the printer, and have sent copies to Board members and designees.

DIS Communications staff assisted in the preparation of four briefing papers, which summarize specific JIN issues. Copies of each are attached to this report:

- Why is integrated justice important?
- 2005-07 Action Plan
- Evolution of JIN services
- General History and background

I have also updated the JIN website to include links to publicly available data, such as WATCH, JIS and some of the local inmate locator services. This information is available at <http://www.jin.wa.gov/Public/index.htm>.

Byrne Grant RFP

Online Business Systems of Portland Oregon was named the apparently successful vendor for the JIN Criminal History Query (CHQ) project. This will involve the creation of a network model for information sharing in the justice community and the development of a criminal history query in partnership with King and Yakima counties. At the time of writing we are very close to signing a contract. The final statement of work is attached to this report. The key dates for deliverables are as follows:

Phase 1 –Design Phase

- | | |
|----------------------------------|-------------------|
| • Customer Requirements Report | December 3, 2004 |
| • Requirements Baseline Document | December 17, 2004 |
| • Alternatives Document | January 18, 2005 |
| • Design Document | February 25, 2005 |

- Implementation Plan

March 11, 2005

Phase 2 - Implementation Phase

- Installation and Configuration April 18, 2005
- ID of Possible Match Query June 20, 2005
- Consolidated Criminal History June 20, 2005

Summary Offender Profile (SOP)

I am continuing to try to find the user community for SOP and to deal with uncertainties at Templar Corporation, the system developer, which was acquired by Choicepoint earlier this year. Conversations with Pierce County, DOC and the Attorney General's office have served to either identify design deficiencies (Pierce County) or possible users. I will try to pursue these opportunities for further discussion in the coming weeks.

Meanwhile, Templar has not yet completed functional testing, an effort whose success has been further undermined by the abrupt departure of the Project manager last month. A new Project manager has taken over, and we are currently exploring an amendment of the contract to change the scope of work from adding an interface to the Jail Booking and Reporting System to making some of the modifications suggested by the original pilot and creating XML interfaces to the application, which will assist Online in their work..

E-Citations

JIN was included in the state's Homeland Security strategy, which set aside \$200,000 for the use of middleware to improve integrated justice. As it seemed premature to build services before establishing the architecture for JIN exchanges, I had not, until recently, thought that the conditions were in place to achieve the stated goal.

During this time, I have also been participating in the discussions of the Traffic Records Committee, in which the subject of e-citations has figured prominently. In light of the work done by AOC and the timing of the Byrne Grant proposal set out above, the initiation of a project to automate the exchange of citations data is timely and will yield high value to the JIN community in a manner that builds on the infrastructure to be deployed early next year.

I presented the attached proposal to the Traffic Records Oversight Committee on October 12, which endorsed the suggested course of action. I have now put together a steering committee for the project and will ask the Board to approve the project at the November meeting.

E-citations Steering Committee	
Tom Clarke	AOC
Nadine Jobe	DOT
Mark Knutson	LESA
Denise Movius	DOL
TBD	WSP

I have also been working with the AOC to set up a vendor showcase for software and services related to traffic records. We have scheduled a number of presentations for October 19, 21 and 22nd in the DIS Boardroom. All are welcome to attend.

Minutes

The draft minutes from the August Board meeting are attached to this report.

Next Meeting

The next Board meeting is scheduled for November 16 from 10-12 in the DIS Boardroom.



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Risk, Challenge, Solution

The Risk

In early March 1998, Leonard Saldana was arrested for violating a stay-away order from his common-law wife, Sylvia Hernandez. The municipal judge set a modest \$4,000 bond, not knowing about Saldana's extensive criminal history. The courts and police shared criminal history data over the phone or in paper and only by individual request. Saldana had been jailed 19 times in the prior 10 years, including DUI, violating protective orders and domestic assault. On April 4, after his release on bail, Saldana stabbed his wife to death.

Lack of online access to criminal histories by the courts and prosecutors often means that use of criminal records to make bail and sentencing decisions – especially in non-felony cases and minor courts – is not fully informed. Procedures that rely on telephone requests, oral reports and/or paper transfer are too cumbersome to be used consistently.¹

In Washington, there are 39 county sheriffs with 39 subsets of criminal justice data – variously incomplete combinations of the full criminal justice dataset. Data is shared sporadically and updated manually at each step of the process.

The Challenge

1. Criminals remain undetected because systems don't exchange critical data in real time.
2. Law enforcement officers and criminal justice practitioners need a single online entry point that provides rapid access to all relevant data sources.
3. Data entered and re-entered at each step in the process produces errors and delays in availability.

A sustainable Justice Information Network (JIN) Program Office is a key component to the successful integration of justice information in Washington. A strong program office will coordinate vital communication and long range planning among JIN constituents and drive the implementation of enterprise-grade, central services that connect criminal justice practitioners with the information they need to improve public safety.

– Chief Lowell Porter, Washington State Patrol

¹ University of New Orleans, Center for Law and Justice, *Consequences of Inadequately Integrated Justice Information Systems, Project Report, March 2002*



Information technology is the edge needed by the justice community to put us one step closer to safer communities.

– Joseph Lehman, secretary, Washington State Department of Corrections

Justice Information Network [Logout](#) [Help](#)

Criminal History LeDuc, Brian Wed, Sep 15, 2004

Names: SMITH, JOHN SMITH, JOHN SMITH, JOHN		Birthdate: 12/14/1971		Birthplace: WA	
Sex: M		Race: WHITE		Height: 5'10"	
Weight: 160		Eye Color: BRN		Hair Color: BRN	
SSN: 123456789		DOB: 12/14/1971		PIN: 00000000	

Offense Code	Description	RCW	Class	Offense Date	Agency	Disposition	Disposition Date	Disposition Agency	Sentence
02512	BUNCLADY 1	WA RCW 9A	CLASS A FELONY	11/05/1987	KING COUNTY DEPT OF YOUTH SERVICES	ADULT		KING COUNTY DEPT OF YOUTH SERVICES	12 MO - 18 MO, 0 SUP - 6 M
00001	RETAINTORF INPR 3	WA RCW 9A	CLASS A FELONY	04/20/1998	THURSTON COUNTY JUVENILE COURT	ADULT		THURSTON COUNTY JUVENILE COURT	180 DAYS - 1 Y
00001	RETAINTORF INPR 3	WA RCW 9A	CLASS A FELONY	04/20/1998	KING COUNTY DEPT OF YOUTH SERVICES	ADULT		THURSTON COUNTY JUVENILE COURT	180 DAYS - 1 Y

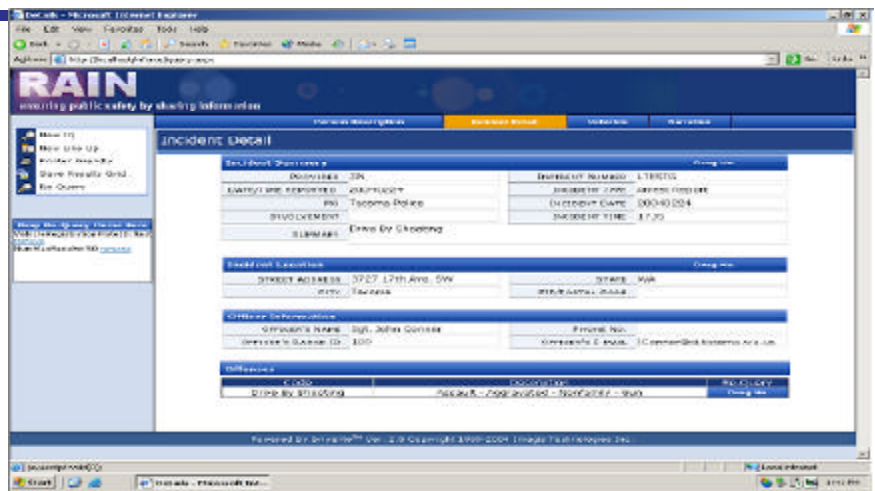
Who are you? What have you done? Where are you?

Summary Offender Profile provides real-time access to key state data sources right now.

2004 proof-of-concept allowed the King County Sheriffs Office to access state and local data from other counties.

Designed, built and implemented in six weeks at no cost to the state.

Federal funds in place now to design and develop a service based on this model, scheduled for completion in 2005.



JIN is the Solution

Justice integration means fast, accurate identification of subjects, automatic information exchange, correct data on warrants, detainers and restraining orders, comprehensive criminal histories and real time information on current status and location.

The JIN Blueprint

1. Build services to provide key information in real time
2. Develop a secure and efficient infrastructure; and
3. Establish standards that empower the criminal justice community



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Action Plan for the 2005-07 Biennium

What is the JIN model for justice integration?

- An enterprise approach
- Provides services where appropriate
- Acts as a knowledge and information clearinghouse for the justice community
- Preserves the majority of the work and financial commitment of justice integration with individual JIN constituents

2005-07 Task List	To be funded by
Design network and security infrastructure	FY 2004 Byrne Grant
Develop technology and design principles	DIS budget request
Create "knowledge center" for sharing information, project documents, applications	DIS budget request
Deploy and support Summary Offender Profile	DIS budget request
Add data sources and query capabilities to Summary Offender Profile	FY 2004 Byrne Grant (other grants, to be identified)
Develop and maintain integrated justice portfolio	DIS budget request
Identify, pursue and circulate grant opportunities	DIS budget request

An effective JIN enterprise architecture will make it possible to integrate disparate systems with powerful new technologies and better protect the security of our criminal justice data and the privacy of our citizens. Every JIN project will reach for the right balance of technology, compliance with enterprise standards and autonomy for the JIN stakeholder.

What will it cost?

Federal grants secured FY 2004	\$450,000
DIS budget request FY 2005-07	\$667,000
Total cost	\$1.1 million

Who will make it happen?

With the formation of the Integrated Justice Information Board and the support of the Program Office, the JIN has a new and empowered governance structure. The Board has developed a strategic approach to compete for resources and manage projects with multiple stakeholders.



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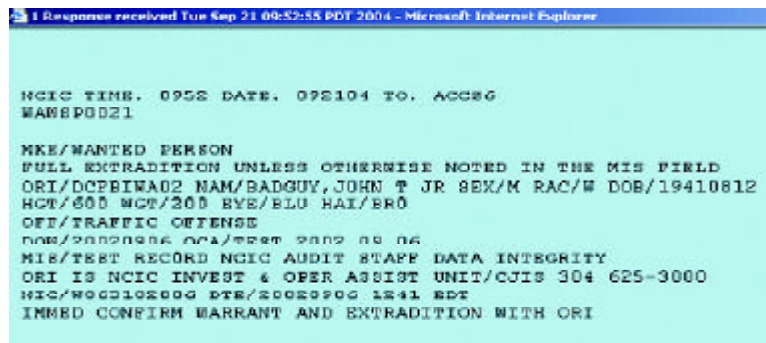
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Justice Information Network moves forward



Operational now ACCESS

Text-based, difficult to learn,
incomplete

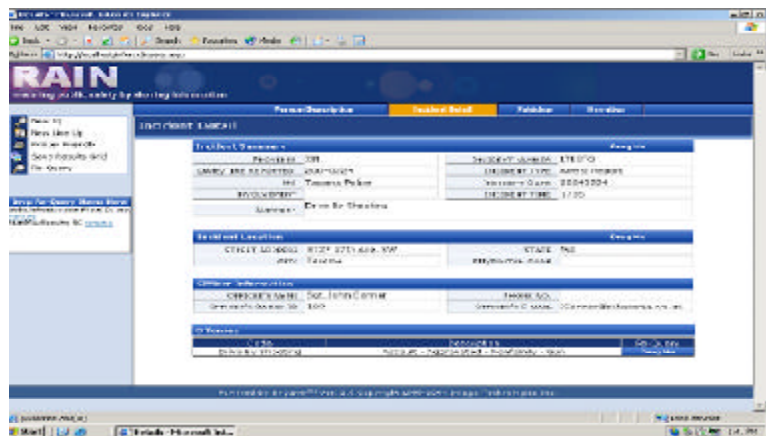
User requires extensive
training

Justice Information Network Login Help									
Criminal History					Last Run: Fri, Sep 15, 2005 10:00 AM				
Name: SMITH, JOHN DOB: 01/01/1971					Birthplace: WA				
Height: 5' 10"					Eye Color: BLU				
Weight: 180 LBS					Hair Color: BRN				
MVA: 123456789					MVA: 123456789				
Offense Code	Description	Class	Offense Date	Agency	Disposition	Disposition Date	Disposition Agency	Standard	
00001	UNLAWFUL	CLASS C FELONY	01/01/2001	WA COUNTY DEPT OF CORRECTIONS	GUILTY		WA COUNTY DEPT OF CORRECTIONS	JAIL - 90 DAYS	
00002	UNLAWFUL	CLASS C FELONY	01/01/2001	THURSTON COUNTY JUVENILE COURT	GUILTY		THURSTON COUNTY JUVENILE COURT	PRISON - 120	
00003	UNLAWFUL	CLASS C FELONY	01/01/2001	WA COUNTY DEPT OF CORRECTIONS	GUILTY		FEDERAL MARSHAL SERVICE	PRISON - 120	

Deploying now Summary Offender Profile

Internet-based, aggregated
data from important state
sources

Minimal training required



Early 2005 JIN Criminal History Query

Next-generation Justice XML
architecture to facilitate
integration, adding data
sources

Seamless incorporation into
existing interfaces or fast
access through central Web
portal

Application development can
be done at the local level by
multiple vendors or in-house
by IT staff





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Background, Solution and Achievements

Background: institutionalizing the Justice Information Network

1984. The Criminal Justice Information Act (CJIA) was enacted in 1984, in part to provide "timely and accurate criminal histories."¹ The CJIA also established an executive committee appointed by the heads of the Department of Corrections (DOC), the Office of Financial Management (OFM) and the Washington State Patrol (WSP). The committee was tasked to provide recommendations on how this goal could be achieved.

1992. In 1992, to "provide direction to the CJIA Executive Committee,"² the statutory members of the CJIA Executive Committee facilitated the creation of a Justice Information Committee (JIC) under the Information Services Board (ISB). The JIC was composed of five state agency directors (Administrator of the Courts (AOC), Department of Information Services (DIS), DOC, OFM and the WSP) and five local representatives (district and superior court judges, prosecutors, clerks and law enforcement).

2002-2003. In 2002 the CJIA and Justice Information committees were consolidated in preparation for a proposed law establishing a single governance body with a broader mandate for directing justice integration statewide. Pursuant to RCW §10.98.210, the reconstituted Executive Committee became the Integrated Justice Information Board in July 2003.

Around the same time, five agencies (AOC, DIS, DOC, DOL, WSP) agreed to fund the hiring of a program director and the creation of a program office at DIS to support the new governance structure.

Mission

Improve public safety by providing criminal justice practitioners with complete, timely and accurate information. Improve operating efficiency by facilitating the integration of disparate systems throughout the state.

The Challenge

1. Criminals remain undetected because information technology systems don't exchange critical data online in real time.
2. Law enforcement officers and criminal justice practitioners need a single online entry point that provides rapid access to all relevant data sources.
3. Data entered and re-entered at each step in the process produces errors and delays in availability.

¹ RCW §10.98.010.

² Office of Financial Management, Proposal to the Information Services Board, January 1992, p.1



Objective

(RCW 10.09.200)

Maximize standardization of data and communications technology;

Improve workflow within the criminal justice system;

Provide complete, accurate and timely information to criminal justice agencies;

Maintain security and privacy rights respecting criminal justice information.

The JIN Solution: take an enterprise approach

- Preserve the existing framework.
- Retain the majority of the work and financial commitment of justice integration with individual JIN constituents;
- Provide services where appropriate; and
- Act as a knowledge center for the justice community.

The JIN Blueprint

Leverage new technologies. Solutions like Justice XML, Web services and middleware make it possible to achieve integration goals faster and at lower cost than ever thought possible. Experience with the JIN proof-of-concept projects confirms that the benefits of these new technologies are real and practicable.

Build services to make key information available in real time. Summary Offender Profile shows that information from disparate systems can be consolidated with little impact on existing operational frameworks. The JIN proof-of-concept projects demonstrate how data from different sources can be incorporated seamlessly into existing interfaces increasing efficiency and minimizing implementation costs.

Develop a reliable, secure and efficient infrastructure for data sharing. JIN will lay the foundation for high-value, cost-effective information sharing projects by securing funding, developing progressive, responsive strategies and leveraging existing infrastructure.

Create technology and design principles to facilitate integration. JIN will empower the justice community and assure that future integration efforts can be achieved readily by establishing IT project guidelines, which are open and rely on national standards.

Build a JIN knowledge center. A JIN knowledge center will provide state and local criminal justice institutions with a range of services, expertise and resources – planning documents, data exchange services, consulting assistance and more.

2004 Achievements to Date

- Developed an operational model and conducted the pilot deployment of Summary Offender Profile.
- Conducted, at no cost to the state, two proof-of-concept projects, which exchanged information among key justice agencies in real time.
- Secured FY 2004 federal funding to design the infrastructure for JIN and develop a means for automated exchange of data from key state and local sources.
- Developed Strategic Plan for 2005-07.

Exhibit A

STATEMENT OF WORK

1.0 Purpose

The Department of Information Services on behalf of the Washington Integrated Justice Information Board for the state of Washington seeks to engage Contractor for the purpose of designing and implementing a statewide, integrated Justice Information Network Criminal History Query (JIN CHQ). The State is seeking solutions based on an open, standards and service-based architecture that builds on the existing state infrastructure and improves the flow of information in a flexible and cost-effective manner. The State does not intend to create a central data repository. The State seeks solutions that correspond to the Justice Information Network (JIN) design and technology principles:

Technology Principles

Standards – JIN constituents should conform to national, state, and open industry standards wherever possible.

Interoperability - New applications should focus on interoperability with the JIN infrastructure and data sharing as part of the design process.

Shared Infrastructure - The JIN community will use shared infrastructure appropriately and leverage existing infrastructure to the fullest extent possible.

Security and Privacy - Disclosure of data is the responsibility of the owner of the data according to applicable laws. Applications, data and security are the responsibility of their respective owners.

Applications and Data Exchanges – Applications that need to exchange data via the JIN, should be designed or enhanced to be compatible with the JIN infrastructure.

Reusable Components - Applications should use common, reusable components, data and designs wherever possible.

Design Principles

Exchanges - Exchanges will be event-driven and timely, and designed to optimize efficiency for publishers and subscribers.

Services - The Justice Information Network is a service provider.

Security - Exchanges will be secure and will comply with all state and federal requirements.

These principles, other standards and additional background information may be found at <http://www.jin.wa.gov>.

To support an enterprise strategy for JIN, an overall integration capability will be developed as part of the "core " infrastructure. This model will include exchange logic, business rules, conversion routines, and transport protocols as part of a single infrastructure. Every application

has one connection to the integration core, and therefore potentially only one access program that can support any required exchange with any other application.

Contractor shall assess the performance and security needs of the justice community based on current operational environments, including use of the Inter-Governmental Network (IGN), State Government Network (SGN), and the Internet. The work will focus particularly on the Department of Information Services (DIS), the Administrator of the Courts (AOC), the Washington State Patrol (WSP), and King and Yakima counties, as the key participants in this effort. In addition, the State seeks to review the current security design and to develop a security model to meet user, legal, and procedural requirements.

The Contractor shall, as further described in this statement of work, perform the following:

- 1) Examine and design the architecture for JIN CHQ based on customer requirements and current operational environments. The Contractor shall propose an architecture that makes use of existing networks and applications, such as the IGN, the SGN, and the Internet, and meets the requirements and rules of DIS, AOC, WSP, King County and Yakima County. The Contractor shall deliver a plan for designing a fully operational, scalable application that will allow state and local criminal justice agencies to exchange information securely, reliably and in real time regardless of existing technology infrastructures. This plan shall include operational models for security and performance.
- 2) Develop a minimum of two web-based queries using the application designed and deployed as a result of Phase 1, and that build on the currently operational Summary Offender Profile. A summary of the deliverables for each Phase of the work is as follows:

Contractor shall perform the services and deliver the key deliverables further described in this SOW in the estimated timeframes established below:

Phase 1 –Design Phase

- | | |
|----------------------------------|-------------------|
| • Project Charter | November 5, 2004 |
| • Customer Requirements Report | December 3, 2004 |
| • Requirements Baseline Document | December 17, 2004 |
| • Alternatives Document | January 18, 2005 |
| • Design Document | February 25, 2005 |
| • Implementation Plan | March 11, 2005 |

Phase 2 - Implementation Phase

- | | |
|---------------------------------------|----------------|
| • Installation and Configuration | April 18, 2005 |
| • ID of Possible Match Query | June 20, 2005 |
| • Consolidated Criminal History Query | June 20, 2005 |

The Contractor will provide services under this agreement in the following manner:

- Provide independent, objective and credible analysis, recommendations and cost estimates.
- Provide technical expertise on integrated justice information exchanges and standards.
- Provide operational and organizational expertise relating to integrated justice application environments.
- Provide administrative support for meetings and documentation.

- Provide all services utilizing a collaborative process.

2.0 Work

The Contractor shall provide the services and staff, and otherwise do all things necessary for or incidental to the performance of the Work as set forth below. Contractor shall deliver to the DIS each deliverable in the time frame specified herein, and in Contractor's project schedule as further specified in section 3. Any additional services provided by the Contractor must have prior written approval by DIS. DIS reserves the right, at its sole discretion, to cancel or eliminate any phase or any deliverable specified in a particular phase prior to performance thereof by giving written notice to Contractor, and neither DIS, the Board or the State shall incur any liability for such action.

2.1 Design Phase

2.1.1 Identify, Gather and Assess Requirements

Contractor shall perform facilitated sessions and interviews of JIN constituents and shall review existing documentation for the purpose of assessing the current operational environment and needs of the stakeholders. Contractor shall provide the JIN Project Manager a summary report that details the information shared at the facilitated sessions, the information obtained through the interviews and details the findings of the existing documentation. The report shall include the following content: Executive Summary, Background, Methodology, current architecture, the legal and procedural requirements for information sharing and security, and Key Observations. Information for the report shall be obtained as further specified in section 2.1.1.1 and 2.1.1.2. Contractor shall document all assets and current system capabilities, such as the current operational environment, existing automated and manual processes, opportunities to improve operations through the use of IT, overriding business and service delivery objectives, information-related data requirements, data collection techniques, data sharing or exchange processes, current and impending system requirements, inventory of existing information systems used by the stakeholder organizations, internal and external factors that will influence system direction, and the current technology environment.

Contractor shall submit the draft Customer Requirements Report to the JIN Project Manager for review and approval. Upon approval, the Contractor shall submit the Customer Requirements Report to the JIN Project Steering Committee for review and approval or if the document is not approved, modification and resubmission for review and approval.

Deliverable: Customer Requirements Report

2.1.1.1 Sessions

Contractor shall conduct a minimum of one facilitated meeting with all of the JIN constituents, particularly the AOC, WSP, DIS, King County and Yakima County, at location(s) as designated by the JIN Project Manager. The primary purpose of the facilitated meeting will be to build consensus and gather information. Contractor shall also conduct interviews with key representatives of AOC, WSP, King County, Yakima County and DIS to gather information about the current operational environment. The objectives of the facilitated session and interviews will be to introduce the project, review objectives, discuss the needs of the community for justice information sharing, validate the JIN

requirements set forth in section 2.1.1.3, and define the security and performance requirements of the justice community for data exchanges and connectivity.

Contractor shall assess the performance and security needs of the JIN community based on 1) current operational environments, including use of the Inter-Governmental Network (IGN), State Government Network (SGN), and the Internet and 2) the JIN Requirements set forth in section 2.1.1.3.

Contractor shall work with the JIN project manager in arranging, planning, and facilitating the forum and interviews. Contractor shall conduct additional meetings and/or interviews as necessary or requested by the JIN Project Manager to ensure that there is open and constructive communication amongst the participants and that sufficient information has been gathered. Contractor shall provide the JIN Project Manager a summary report detailing information shared at the forum or acquired through interviews.

2.1.1.2 Documentation

Contractor shall review DIS, AOC, WSP, King County, Yakima County and JIN planning documentation, and the documentation listed below, to assess the current operational environment, as well as the legal and procedural requirements for information sharing. Contractor will work with the JIN Project Manager to collect such documentation. Documentation to be reviewed shall include, but not be limited to, the following:

- JIN Feasibility Study
- JIN Strategic Plan
- JIN Technical Architecture Report dated June 2002
- 2002 Implementation Recommendations
- Summary Offender Profile Design Document
- WSP ACCESS Manual
- DIS, AOC and WSP IT portfolios
- King County Law, Safety and Justice Integration planning documents
- Yakima County Technical Services Law & Justice System Integration planning documents.
- Other documents, rules, regulations, laws, contracts

Contractor shall also review any other documentation upon the request of the JIN Project Manager.

2.1.1.3 JIN Requirements

The following proposed requirements were identified by the JIN Steering Committee. Contractor shall validate these requirements throughout the assessment process by gathering information on which items are or are not the requirements of the stakeholder group. The JIN Steering Committee requirements are as follows:

Core Application Requirements

- Allow applications to be integrated in a loosely coupled fashion
- Support industry standard component models
- Support open communications protocols
- Implement integration with minimal impact and changes to existing applications
- Allow processing to continue if one or more connected applications are temporarily unavailable
- Make use of third party databases for the storage of business rules, routing information, metadata information, and schema definitions
- Allow applications to register their services or their interest in a given event without disrupting the operation or configuration
- Provide a secure and managed environment for integration exchanges
- Scale the solution as applications, transactions, and services are added

Communications Requirements

The JIN CHQ should facilitate guaranteed, bi-directional information exchange among disparate applications. It should provide a fully functional transactional and data integrity infrastructure for the network. It should employ a protocol that supports once only delivery of messages and provides for message queues, and the tools required to manage those queues.

JIN CHQ should support the ability to access information from a data source, and transform or manipulate the data before either transporting it to another application or presenting it to a user. Transformation capabilities must include both logical (e.g., field merges) and structural (e.g., format changes) transformations.

JIN CHQ must have the ability to define these transformations as business rules to be performed during any activity involving a specific data source, and as transaction rules to be performed during a specific exchange. Envisioned capabilities of the message and communications services to be validated by the users are as follows:

- Provide guarantee once-only message delivery
- Provide the ability to return receipts of message deliveries
- Allow for content-based message routing
- Provide notification of message delivery failure, and maintain state to rollback and restore data in the event of failure
- Provide the ability to dynamically reconfigure message routing without impacting any services
- Provide the ability to log high-priority messages to persistent storage without impacting performance

- Provide the ability to restrict or control message delivery based on security-based access rights; Provide a security schema that can be based on individual messages, message groups, or message content
- Perform all message transport transparently among different hardware platforms, databases, and operating systems

Data Management Services

JIN CHQ should include data management services that support the following capabilities:

- Metadata management associated with the data, exchanges, transactions, and processes developed within and connected to the JIN
- Data schema management and documentation to be used in transformations and exchanges, including the ability to manage an exchange schema using JusticeXML v3.0
- Relational database to capture information to support audit, reporting, and administration functions

Connectivity Services

JIN should provide software connections among agency platforms, applications, and databases in a scalable, high-performance, non-intrusive manner. These connections should enable the organization to perform standard data exchanges, XML based communications, and file exchanges with other participants, regardless of the existing technology employed by either the transmitting or receiving systems.

Finally, the design solution should also include the mechanisms for providing the required connectivity for all applications in the justice community. This may include off-the-shelf adapters to connect to the relevant technologies, or guidelines for creating such adapters.

Application and Interface Development Services

The JIN solution should include development tools that can support the aspects of integration associated with developing web-based applications and user interfaces. Proposed requirements include:

- Basic graphical UI development for presenting data consolidated from multiple sources
- Small-scale application development leveraging data and components from underlying systems
- Mission critical application development capabilities

2.1.2 Requirements Baseline

2.1.2.1 Critical success measurement.

Contractor shall utilize the information, opportunities and problems identified in the Customer Requirements Report, and shall develop specific objectives that the new application must address. The objectives will address both organizational and technology-related issues and will be directly related to each problem and opportunity identified in the

Customer Requirements Report. The objectives will be evaluated, and one or more critical success measurements will be defined for each.

The critical success measurements will be stated in such a manner that they will be reasonable, understandable, measurable, believable and achievable. The relationship between the critical success measurements and the objectives will be defined and the reasoning behind the need for the critical success measurements will be included. This section will address the specific objectives of the new system, the critical success measurements for each objective and a strategy for tracking each critical success measurement.

2.1.2.2 Requirements Baseline Document

Using the information gathered and assessed in previous tasks, the Contractor shall prepare a requirements baseline document that includes the system objectives; the critical success measurements; all operational, functional and technical requirements; describes how they were identified and prioritized; and describes specific measurable and quantifiable performance standards. This baseline shall be structured for use in guiding performance standards, and for use in guiding stakeholders interests toward agreement on key system goals. These requirements will provide the basis for defining the alternatives and evaluating the effectiveness of each in meeting the overall business and technical needs of the justice community. It will be used to derive system specifications.

Contractor shall submit the draft Requirements Baseline Document to the JIN Project Manager for review and approval. Upon approval, the Contractor shall submit the Requirements Baseline Document to the JIN Project Steering Committee for review and approval or if the document is not approved, modification and resubmission for review and approval.

Deliverable: Requirements Baseline Document

2.1.3 Alternatives

Using the results of the previous tasks and deliverables, Contractor shall develop and assess alternative configuration and design approaches to meeting the previously defined objectives and requirements. Contractor will develop alternatives, analyze their strengths and weaknesses, and review the analysis with stakeholders. The alternatives evaluated will include an analysis of existing systems and will explore the opportunity to integrate the new Justice Information Network Criminal History Query into existing information systems. The evaluation will determine possible implementation alternatives, and shall use criteria that considers validated requirements, performance standards, and life-cycle costs, as well as risk, support, organizational and funding issues. Contractor shall define costs, including one time and recurring costs and direct and indirect costs. Contractor will document the future impacts of the alternatives, including issues such as maintainability and expandability. Contractor shall work with the JIN Project Manager in identifying and evaluating the alternatives, and shall consider any alternatives the JIN Project Manager or the JIN Steering Committee deem necessary.

Contractor shall prepare a draft alternatives document, and shall present the report to the JIN Project Manager for review and any necessary updates. Upon approval, the Contractor shall present the document, including any updates, to the

JIN Steering Committee for review and approval using the predetermined criteria, or if the document is not approved, modification and resubmission for review and approval.

Deliverable: Alternatives Document

2.1.4 “To be” Model

Upon approval of the alternatives under section 2.1.3, the Contractor shall take the selected alternative, the baseline requirements, the additional recommendations and information gathered, and shall develop a conceptual design of the infrastructure to support the project that takes into consideration and is consistent with the JIN technology and design principles.

Contractor shall build on data collected and reviewed, and work performed, in tasks 2.1.1, 2.1.2, and 2.1.3 of this SOW to create a high level design for information sharing and connectivity. The Contractor will address all of the items assessed as part of the Customer Requirements deliverable and make optimum use of existing infrastructure and reusable components. Contractor will also consider available off-the-shelf applications.

The design will provide sufficient detail to enable the State to understand the changes that will be required to the current environment and the manner in which system components will interact. The design will provide sufficient detail to enable all JIN constituents to identify opportunities to change their existing business practices to increase efficiency and effectiveness. The plan must set forth recommendations for executive and legislative action to ensure the justice information communities can communicate with one another. The plan must set forth recommendations to conform to federal, state and local law and regulations. The report shall include an assessment of costs saved or added as a result of implementation of the proposed infrastructure, including those related to network hardware, software and staffing.

Contractor will begin with the data gathered and requirements defined in the previous phases. The design will include the following elements:

- Full architecture view, which details how the justice systems would fit together and with other communications and information systems
- Business case
- Flow charts
- Coverage maps
- Connectivity and data flow diagrams
- Interface specifications that illustrate how the system will present information to end users and interface with external systems
- Security framework/model for information sharing that complies with all current requirements and which is flexible enough to adapt to frequent and radical change
- Performance gap analysis
- User service plans
- Hardware/Software recommendations (with cost estimates)
- An assessment of operational costs, including hardware/software cost estimates, including an analysis of other assumptions or factors that influence system funding
- Recommendations for executive and legislative action

- Regulatory issues governing justice information systems

The draft report shall include at a minimum the following content: an Executive Summary; the recommended solutions and approaches, together with strategies for accomplishing those solutions; the network design elements listed above; and key observations. Contractor shall submit the draft report to the JIN Project Manager for review and approval or modification. Upon approval, the Contractor shall then present the report to the JIN Steering Committee and the JIN Technical Advisory Group for review and approval, or if it is not approved, for modification and resubmission. Upon approval, Contractor shall provide 7 hard copies and electronic copies to the JIN Project Manager. Contractor shall manage this deliverable as a living document until contract completion.

Deliverable: Design Document

2.1.5 Implementation Plan

Contractor shall provide a plan for implementation and installation of the solution design, including a proposed project schedule and an acquisition plan for the hardware and software. Contractor shall work with the JIN Project Manager to determine which tasks are the responsibility of DIS or the JIN Project Manager. Contractor shall include in the tasks how the operational, functional and technical requirements will be verified and validated (i.e., performance measures, testing approach and quality assurance). The plan should include processes for scheduling and cost management, technical management, risk management, configuration management, testing and validation. Contractor shall include a high-level work breakdown structure. The plan should address training (including end-user training, system administration and operational support training, as well as developer training). The plan must also include ongoing support and maintenance. The plan shall include a phased migration plan to implement recommended solutions. The implementation plan shall include recommendations for assistance by Contractor, as needed, in the acquisition, installation, configuration, testing and validation of the hardware and software.

Contractor shall provide information about the development and operational costs of the proposed solution, including recommended hardware and software to be acquired separately by DIS. Contractor shall also provide an assessment of costs saved or added as a result of implementation of the proposed infrastructure, including those related to network hardware, software and staffing.

Contractor shall provide the implementation plan, which shall include at a minimum the content described above, together with the acquisition plan and the project schedule to the JIN Project Manager for review and any necessary updates. Upon approval, the Contractor shall present the plan, including any updates, to the JIN Steering Committee for review and approval or if the document is not approved, modification and resubmission for review and approval.

Deliverable: Implementation Plan

2.1.5.1 Acquisition Plan

Contractor shall provide an acquisition plan for the acquisition of the hardware and software as part of the implementation plan.

The acquisition plan must meet Washington State IT acquisition policies and Washington statewide policies for acquisitions. The

acquisition plan shall include the assistance by Contractor, as necessary, in the coordination of acquiring the hardware and software.

2.1.5.2 Project Schedule

Contractor shall provide a proposed project schedule for implementation of the proposed solution. This schedule will include all of the tasks and deliverables identified in the implementation plan and the network design, along with assigned responsibilities for each task in the implementation plan including required state resources.

2.2 IMPLEMENTATION PHASE

2.2.1 Installation and Configuration

Upon approval of the Implementation Plan and its accompanying documents, Contractor shall assist, as required or determined by the JIN Project Manager, in the installation, configuration, testing and validation of the implementation of the proposed solution. Contractor shall monitor the various stages and activities of the installation, configuration, testing and validation of the network design to ensure that the project is conducted in accordance with the design and implementation plan.

2.2.2 Consolidated Criminal History Queries

Upon successful completion of the installation of the hardware and software, and successful configuration, testing and validation, Contractor shall, in a manner consistent with the JIN Technology and Design Principles, develop two web-based query services. These services will provide information from AOC and WSP applications. The first service will, based on limited biographical information, identify possible matches from state repositories of information. The second will, based on a unique identifier, provide a comprehensive summary of the subject's interaction with the state. Both queries should be designed in a fashion to be delivered through the JIN website or on a system-to-system basis. This process will be validated through the project's partnership with King and Yakima counties.

2.2.2.1 Identification of Possible Matches

This service envisions the development of a web-based query tool in which the user, through a generic or existing interface, submits biographic data (name, birth date, etc.) and receives potential hits to obtain a series of possible identity matches along with a) descriptive information that permits analysis of the results; and b) unique identifiers that allow the user to obtain the criminal history described in §2.2.2. User interaction with this query tool includes a Web Service that allows users to pass the defined data request as an XML message and receive the response as an XML message, and a browser-based manual interface that leverages the same Web Service. XML message formats will comply with the GJXDM3.0 "JusticeXML" schema.

Operational and functional issues include but are not limited to:

Operational scenarios which project the capabilities from the user's perspective

Capacity (peak usage)

Quality of service (e.g. availability, robustness, latency, capacity)

This task includes review of the Summary Offender Profile application and documentation for re-usable material; gathering user requirements to define the query scope; the development of all objects required to build the query Web Service and generic user interface; the preparation and presentation of complete documentation (including XML schemas and functional test data); the conducting of user interface testing; the installation and configuration of needed hardware and software in appropriate operating environment; and any necessary training for state and local operating staff.

Contractor shall deliver a fully operational and implemented web based query service using generic interface, system to system transfers for the identification of possible matches together with the following:

- Full design and development documentation
- All source code, including code for the application interface and programming to support the application
- XML schemas for query
- Functional testing and validation
- system-to-system transfers with Yakima County and King County
- Generic web-based interface

Contractor shall provide the ID of Possible Match Query deliverable and all documentation to the JIN Project Manager for review and any necessary updates. Upon approval, the Contractor shall present the deliverable and documentation, including any updates, to the JIN Steering Committee for review and approval or if the deliverable is not approved, modification and resubmission for review and approval.

Deliverable: ID of Possible Match Query

2.2.2.2 Consolidated Criminal History Query

Contractor shall develop a web-based query tool that allows the user to submit a unique identifier (PCN, SID, DL, FBI) and to obtain comprehensive, consolidated criminal history data available in the various state repositories (AOC, WSP). User interaction with this query tool includes a Web Service that allows users to pass the defined data request as an XML message and receive the response as an XML message, and a browser-based generic interface that leverages the same Web Service. XML message formats will comply with the GJXDM3.0 "JusticeXML" schema.

This task includes gathering user requirements to define the query scope; the development of all objects required to build the Web Service and manual user interface; the conducting of user interface testing; the installation and configuration of needed hardware and software; and any necessary training for DIS or other staff.

Contractor shall deliver a fully operational and implemented web based query service using generic interface, system to system transfers for the comprehensive, consolidated criminal history data together with the following:

- Full design and development documentation
- XML schemas for query
- All source code, including code for the application interface and programming to support the application
- Functional testing and validation
- System-to-system transfers with Yakima County, King Counties
- Generic web-based interface

Contractor shall provide the Consolidated Criminal History Query deliverable and all documentation to the JIN Project Manager for review and any necessary updates. Upon approval, the Contractor shall present the deliverable and documentation, including any updates, to the JIN Steering Committee for review and approval or if the deliverable is not approved, modification and resubmission for review and approval.

Deliverable: Consolidated Criminal History Query

3.0 Project Schedule

The Contractor shall provide a project schedule to the DIS Project Manager within thirty (30) days of the execution of the contract, provided that it is no later than December 1, 2004, 2004. The project schedule will include all of the tasks and deliverables identified in this Contract. The Contractor shall revise the project schedule upon request of DIS.

4.0 Deliverables and Reports

Contractor shall work with the DIS Project Manager to establish deliverable review and approval processes including methods for reviewing interim deliverables and presenting final deliverables. Deliverables shall be provided in hard copy and electronic file in Microsoft Word® and Adobe Acrobat® formats. Presentations shall be provided in Microsoft PowerPoint®. The Contractor must provide source data files for special deliverables (e.g. graphics, tables or other exhibits created for this contract); and special software, documentations, and instructions required to enable the State of Washington to update and publish revisions to the plan.

Contractor shall provide at a minimum the following deliverables and reports:

- a) Contractor shall produce each and every deliverable identified in this Contract.
- b) Contractor shall provide monthly progress reports to the DIS Project Manager including the list of any deliverables or progress made to complete the deliverables, recent activities, changes to the current schedule, issues and action plans.
- c) Any other reports requested by DIS.

5.0 Location of Work

Although most of the work can be done offsite, the State expects the Contractor will spend several days with the project team onsite in Washington at the beginning of the project. The Contractor will also be expected to attend required meetings and to be in Washington to facilitate the review of reports created by Contractor.

Contractor shall be available in Olympia, Washington to the DIS Project Manager via telephone and email and for scheduled work events, meetings, presentations and conferences during regular business hours from 8:00 am to 5:00 pm, Pacific time, Monday through Friday.

Contractor shall provide their own personal computers, software, email and communication accommodations.

Contractor shall make their own travel arrangements and shall pay for their own travel expenses.

Contractor shall utilize their own office locations in order to complete work products outside of scheduled meeting events.

6.0 Contractor Personnel

If at Contract award or any time thereafter, any specifically named individuals identified in the Contractor's Response to the RFP are not available, DIS has the right to approve or reject any change in Contractor personnel.



Memorandum

To: Traffic Records Oversight Committee
From: Brian LeDuc, JIN Program Director
Date: 10/15/2004
Re: Proposed JIN Traffic Records Project

The Administrative Office of the Courts (AOC) completed a pilot trial for capturing citation information electronically last year and has recently issued a request for assistance in developing a statewide deployment plan for this project. The Justice Information Network (JIN) is currently in the process of developing a model for information sharing in the state justice community. This model will provide services based on user demand without imposing platform or software obligations on local or state entities. It will, however, attempt to provide some basic standards and principles that will make integration easier for JIN constituents.

The JIN Program Office recently awarded a contract (\$350,000 of Federal Byrne Grant funds) to Online Business Systems (OBS) for the second project described above. The effort will involve gathering customer requirements for information sharing (network, performance, security) in the justice community and the presentation of design alternatives to the JIN Technology Advisory Group in December 2004. From the discussion of the alternatives presented, JIN will, by early 2005, establish an architecture for information sharing and OBS will then develop, based on customer requirements, a criminal history query service for access to the WSP and AOC data repositories.

The JIN Program Office also has \$200,000 of state homeland security funds to use middleware solutions to solve integrated justice problems. I am suggesting that we establish a project steering committee of AOC, DOL, WSP, DOT and a local representative to prepare a statement of work for automating the state exchange of citations information *after initial data collection*, and that the TROC ask the Integrated Justice Information Board to approve the use of these funds for the project in a manner that builds on the projects described above.

The suggested use for the available funds would be to model the citations exchanges; to develop needed interfaces for state systems; an XML schema; and model forms for the state. This process will build on work already done or currently underway and will also facilitate larger plans for, ultimately, the collection and exchange of the full set of justice information and traffic records. Most importantly, it will automate the process in a way that allows state and local law enforcement flexibility in developing mechanisms for collecting the data.

Below is a proposed timetable for the work described above.

Proposed Development Track for E-Citations	
Proposed Tasks	
Model Exchanges	
Creation of XML schema	
Develop state interfaces	
Model forms for data exchange using JIN messaging architecture.	
Deliverable	Date
TROC Endorsement	October 12, 2004
Vendor presentations	October 19, 2004
High level proposal	November 1, 2004
WIJIB approval	November 16, 2004
Issue RFP	December 1, 2004
XML Schema	May 1, 2005
Model Forms	
State interfaces (AOC, WSP, DOL, DOT)	

I am excited by the prospect of collaboration with the Traffic Records Committee on this project. I am also confident that adherence to the open and standards-based design principles developed for JIN will provide a useful architectural model and facilitate data access for subsequent projects or phases, such as the exchange of collision reporting data.

I will keep this group apprised of our progress in this effort. I hope that I can count on your support as we move forward with this crucial piece of data exchange for the state.



Integrated Justice Information Board

Meeting Minutes August 17, 2004 (DRAFT)

Item: Mike McVicker welcomed the group.

Item: Approval of July 12, 2004 Minutes

Action: Motion made to approve minutes. Motion carried.

Item: Report of the Program Director

Item: Summary Offender Profile Pilot Deployment

Action: The system developer has updated the design document to help convey what people are and are not getting. Need to complete functional testing to validate that the application is working as advertised. Request to AOC and WSP for test records to complete functional testing. As soon as those are received, it has been arranged for people from the law enforcement support agencies, mostly Tacoma and Pierce county, to serve as a second pilot group. Hoping to get functional testing done this month so we can go forward with the second pilot.

Item: Decision package

The decision package will be submitted by DIS on 8/18/04. Funding requests will be made for three positions, Program Director, Technology Officer, and Communications Lead. Suggestions were made to have language requesting general fund money and then to seek alternate funding later if necessary.

Item: Byrne Grant RFP

The request for proposal was issued 8/16/04. Brian thanked George Helton from Yakima County, Trevor Esko from King County, Tom Clarke from the Courts, Dan Parsons from WSP, and Cammy Webster and Cynthia Alexander from DIS for assisting. Responses are due September 10th. Brian will report further at next meeting.

Item: Strategic Plan

A draft was provided to the Board. Brian stated that the law that created the Board requires a September 1st report to the Governor, the Supreme Courts and some key legislative members setting out the Board's recommendations concerning legal changes, appropriations and other material to establish the justice information network or an integration vision. Discussion items were:

- Need to establish a framework for information sharing both from a performance and security standpoint.
- Reflected in the DIS decision package as well as the strategic plan. Need to build the program office into a competency center, which will share information about state and local projects, provide reusable documentation, plans, or software components, and also develop services like the one being developed with the Byrne grant and the Summary Offender Profile.
- Also provide consulting help to JIN constituents.

Action: Motion to approve the draft conditionally so that the Board can review it in detail and respond via e-mail with their approval or concerns. Brian will then call for a final electronic vote. Motion carried.

Item: Agenda items for next meeting:

Report from Program Director on Legislative activities to try to move along the decision package, etc., and progress reports on SOP and the Byrne Grant RFP. Brian said that he did not anticipate any action items and Mike McVicker suggested that a written report would suffice. There being no objection, the September Board meeting was canceled.

Item: Next meeting is scheduled for October 19th, 2004 in the DIS Boardroom from 10:00 – noon. Brian will provide a JIN Program Office update in lieu of the September meeting.

Members present:

Garry Austin, Office of Financial Management
Paul Beckley, Washington State Patrol
Everett Billingslea, Governor's appointee
Scott Blonien, Attorney General's office
Dave Guthmann, Juvenile Rehabilitation Administration
George Helton, Association of Counties and Cities
Joe Lehman, Department of Corrections

Janet McClane, Administrative Office of the Courts
Mike McVicker, Department of Information Services
Terri Nielsen, Association of County Clerks
Fred Stephens, Department of Licensing
Denise Turner, Washington Association of Sheriffs & Police Chiefs